



**State of Arizona
Department of Education**

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Superintendent of
Public Instruction

SPED 04-17

M E M O R A N D U M

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To: Directors and Special Education Staff

From: Lynn Busenbark, Ph.D.
Director Program Support

Subject: IDEA monitoring document

Enclosed is the monitoring document that will be used by the Arizona Department of Education, Exceptional Student Services (ADE/ESS) throughout FY 04/05 Instructions. The monitoring system is designed to ensure compliance with State and Federal requirements for the Individuals with Disabilities Education Act Amendments of 1997 and the Arizona Revised Statutes.

ADE/ESS uses a six-year cycle for monitoring. An explanation of the cycle is included in the document. You can identify your school's cycle from the attached listing. Regardless of where you are in the monitoring cycle, I urge you to begin to evaluate your special education program against the compliance indicators in the monitoring guide.

You are free to make copies of this guide so that staff is aware of the requirements for each of the major components in special education, they are also available on the Arizona Department of Education Web page – www.ade.az.gov/ess. If you have any questions, please contact the consultant listed for your school. The general number for ADE/ESS is 602-542-4013.